



An Informative Full-day Seminar:

# *Supervisor's Role...* *In Safety and Health*

## *1 Who Should Attend . . .*

This seminar is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs.
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work.
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA).

## *2 MIOSHA Training Institute*

MIOSHA Consultation Education and Training (CET) Division and Macomb Community College (MCC) have developed the MIOSHA Training Institute (MTI) through a formal alliance. The MIOSHA Training Institute introduced a new certification program, effective October 1, 2007. This course is an MTI Level 1 course. The certification program offers participants an opportunity to be recognized for their educational efforts and increased technical expertise. Courses will be offered throughout the state in sponsorship with other M-TEC<sup>SM</sup> facilities, community colleges, and safety and health organizations. To learn more about the certification program, log-on to the CET Division website at [www.michigan.gov/mti](http://www.michigan.gov/mti).

## *3 What You'll Learn . . .*

This seminar is designed for both General Industry and Construction first line supervision, safety and health committee members, and management personnel. Topics covered include employee safety and health training, accident investigation, hazard recognition, and self-inspection techniques. This program gives tips to supervision on methods to integrate health and safety into their daily duties and responsibilities. Using MIOSHA General Industry and Construction standards and required written programs as a baseline, supervisors are given suggestions to improve their safety and health hazard recognition skills.

### **Agenda**

Participants will learn to:

- ▶ Identify a supervisor's major duties and responsibilities.
- ▶ Discuss how to integrate the supervisor's general duties for safety and health.
- ▶ Recognize workplace hazards and corrective actions.
- ▶ Review common MIOSHA General Industry and Construction Violations.
- ▶ Identify required job specific training.
- ▶ Identify how to conduct a self inspection.
- ▶ Conduct an accident investigation and complete associated paperwork.

All meetings are accessible and barrier free. Please contact the cosponsor or CET Division, at least two weeks in advance, to request necessary accommodations.

# Facilitator

Karen was appointed to the Consultation Education and Training Division of MIOSHA in 1992. She is a Senior Occupational Safety Consultant working in Oakland County providing consultative advice and training opportunities for both employers and employees. Prior to her position at the agency, Karen worked as a Loss Control Consultant in the insurance industry, which gave her insight to workers' compensation, property and liability issues while assisting clients with their safety programs.

Karen graduated from Grand Valley State University with a Bachelor's degree in Occupational Safety and Health.



**Karen Odell**

*Senior Occupational Safety Consultant,  
MIOSHA, CET Division*

## Program Details

DATE:	May 7, 2009	TIME:	Check-in - 8:30 a.m. Program - 9:00 a.m. to 4:00 p.m.
LOCATION:	Safety Council for Southeast Michigan 43636 Woodward, Suite 100A Bloomfield Hills, Michigan 48302	DEADLINE:	Register by April 30, 2009 Please register early!
COST:	\$90 per person. Includes lunch and course materials.  Certification/Maintenance Points Available	CONTACT:	Jack Mihalko – 248.858.8830 or info@safetycouncilsemi.org

**COSPONSORS: Safety Council for Southeast Michigan**

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

## How to Register

## Supervisor's Role in Safety and Health

Complete information at right to register by . . .

- **Phone:** 248.858.8830 or 800.263.7130
- **Fax:** 248.858.8833
- **Email:** info@safetycouncilsemi.org
- **Mail:** Safety Council for Southeast Michigan  
43636 Woodward, Suite 100A  
Bloomfield Hills, Michigan 48302  
Attn: Jack Mihalko

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ (Needed for Registration)  
Number Attending: \_\_\_\_\_ @ \$90 = \$ \_\_\_\_\_  
Print Credit Card Holder's Name: \_\_\_\_\_  
Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
VISA ☐ MC ☐ Discover ☐ Signature: \_\_\_\_\_

The meeting site and parking is accessible. Individuals attending the meeting are requested to refrain from using heavily scented personal care products, in order to enhance accessibility for everyone. People with disabilities requiring additional services (such as materials in alternative format) in order to participate in the meeting should call 517.322.1809. The Department of Energy, Labor & Economic Growth is an equal opportunity employer/program.